

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, June 6, 2016**

MINUTES

1. Call to order

The June 6, 2016 regular meeting of the Village Board of Trustees was called to order at 6:30 p.m. by Village President Jack Henrich.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Troy Allen, Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter and John Williams. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Police Chief Dan Layber, Village Treasurer Deb Winter, Director Parks, Recreation & Forestry Sean Brusegar, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.* None

5. Discuss and consider the minutes of the regular Village Board meeting of May 16, 2016.

Motion by Potter to approve the minutes of the regular Village Board meeting of May 16, 2016 as read, seconded by Jushchyshyn. **Motion** carried with a voice vote of 7-0-0.

6. Discuss and consider the minutes of the Special Village Board meeting of May 23, 2016.

Motion by Potter to approve the minutes of the Special Village Board meeting of May 23, 2016 as read, seconded by Jushchyshyn. **Motion** carried with a voice vote of 7-0-0.

7. Presentations to the Board

a. Presentation by Noah Dockter-Eagle Scout

Noah Dockter was seeking approval for a project to build bike racks out of PVC piping. The project was presented to the Parks & Recreation committee, which was approved.

Motion by Pickel to approve the project from Eagle Scout Noah Dockter, seconded by Broom.

Motion carried with a voice vote of 7-0-0.

8. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations – Operator License Application.

Motion by Henrich to enter into closed session at 6:39 p.m., seconded by Potter. **Motion** carried with a roll call vote of 7-0-0.

9. Reconvene into open session and possible consideration of operator license application.

Motion by Broom to reconvene to open session at 6:54 p.m., seconded by Jushchyshyn. **Motion** carried with a roll call vote of 7-0-0. No other action was taken at this time.

10. Unfinished Business

a. Identify, Discuss and Prioritize Village Ordinances requiring updating and revising.

Potter indicated that the list of recent ordinances that need updating have been turned over to Attorney Boushea. Attorney Boushea will be working on getting them updated and brought back to the proper committees for review.

b. Update on Gaston Road ROW permit.

Attorney Boushea will be presenting a report to the Utility Commission this week and the Town of Cottage Grove will also be meeting this week.

- c. Update on Urban Service Area Amendment.
Giese had excused Erin Ruth from the meeting tonight, however Ruth should be commended for his work on this project as we have received approval.
- d. Discuss and consider proposed agreement with Colonial Club.
Attorney Boushea would like a quantifiable contract so we know what it is exactly we are getting in return. This is just the first draft and will be given to Mr. Power from the Colonial Club and then brought back for review in July.

11. New Business

- a. Discuss and consider sound amplification permit for Erik Seversen-Cottage Grove Fire Department at Firemen's Park.
Motion by Pickel to approve the sound amplification permit for Cottage Grove Fire Department at Firemen's Park, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.
- b. Discuss and consider extending park hours and curfew for Firemen's Festival
Motion by Pickel to approve the extended park hours and curfew for the Firemen's Festival, seconded Potter. **Motion** carried with a voice vote of 7-0-0.
- c. Discuss and consider sound amplification permit for Kami Hansen-Cottage Grove Chamber of Commerce at Northlawn Park.
Motion by Pickel to approve the sound amplification permit for Kami Hansen, seconded by Henrich. **Motion** carried with a voice vote of 7-0-0.
- d. Discuss and consider sound amplification permit for Shane Genschaw at 1114 Starlight Lane.
Motion by Pickel to approve the sound amplification permit for Shane Genschaw, seconded by Potter. **Motion** carried with a voice vote of 7-0-0.
- e. Discuss and consider Liquor License applications for licensing year July 2016-June 2017.
Motion by Henrich to approve the Liquor License applications for licensing year July 2016-June 2017 second by Jushchyshyn. **Motion** carried with voice vote of 6-0-1 with Potter abstaining.
- f. Discuss and consider Amusement Device Permit applications for licensing year July 2016-June 2017
Motion by Jushchyshyn to approve the amusement device permit applications for licensing year July 2016- June 2017, seconded by Broom. **Motion** carried with voice vote of 7-0-0.
- g. Discuss and consider Cigarette License applications for licensing year July 2016-June 2017.
Motion by Henrich to approve the cigarette license applications for licensing year July 2016-June 2017, seconded by Allen. **Motion** carried with a voice vote of 6-0-1 with Williams abstaining.
- h. Discuss and consider Renewal Operator License applications for licensing year July 2016-June 2017.
Motion by Henrich to approve the renewal operator license applications for licensing year July 2016- June 2017, seconded by Pickel. **Motion** carried with a voice vote of 6-0-1 with Potter abstaining.
- i. Discuss and consider New Operator License applications for licensing year July 2016-June 2017
Motion by Pickel to approve the new operator license applications for licensing year July 2016-June 2017, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-1 with Potter abstaining.
- j. Discuss potential joint meeting with Monona Grove School Board on June 15, 2016. Discuss potential agenda items for said meeting.
Pickel is very interested in this meeting and creating an agreement with the School.
Broom would like to discuss development pressures on schools and what the plans are for future growth. Also would like to know what the plans are now that the referendum passed. The tentative date is June 15, 2016 with time and location to be determined.

12. Reports from Village Boards, Commissions & Committees

- a. Peer Court Steering Committee
Potter reported that the committee met in May and presented the monthly report. There have been 19 referrals and 18 cases seen. Also there is always room for volunteers.
- b. Deer Grove EMS Commission
 - i. Discuss and consider Deer-Grove EMS special event services/fees
Potter reported that calls are down a little from last year; income is holding its own; they did receive a grant which will be used to help EMS with relations with the communities. They did get approval for ambulance chassis, which will be here in January. Also the officers were elected, which Harvey Potter is chair. Williams reported that the hourly rate for LTE employees is lower than surrounding areas so it was approved to increase the rate by 50 cents, this will also help reduce overtime. They are looking to create a policy to charge for services for events. They would like feedback to draft a policy and fee schedule.
- c. Natvig Landfill Monitoring Review Committee
Jushchyshyn reported that everything is good, will be working on budget soon.
- d. Law Enforcement Committee
Henrich reported that the April meeting was canceled and they did not have a quorum for the May meeting. They are working on a draft ordinance to change the violation amount to \$1,000 for people that host underage drinking parties.
- e. Parks, Recreation & Forestry Committee
 - i. Discuss and consider increasing the developer fee portion of the Parks Improvement fee from \$84.36 to \$250.00.
Pickel reported that they are on summer hours for meetings because of Music in the Grove. James had completed the emerald ash bore treatments. They have received \$5,700 in sponsorships for the Park and Recreation drive. Firemen's Festival is coming up with many activities. The park improvement fee increase to \$250 was approved at the committee meeting. **Motion** by Potter to approve the increase of the Parks Improvement fee from \$84.36 to \$250.00, seconded by Pickel. **Motion** carried with a voice vote of 5-1-1 with Broom voting Nay and Jushchyshyn abstaining.
- f. Emergency Government Committee
Henrich reported that they did an emergency tabletop exercise and the County Emergency Director will come back with suggestions to help improve the plan. Henrich was very impressed with the Monona Grove school emergency plan.

13. Reports from Village Officers:

- a. Troy Allen-None
- b. Kyle Broom-None
- c. Alex Jushchyshyn-None
- d. Jennifer Pickel
 - i. Update of current activities involving the Monona Grove School District.
The class of 2016 graduated this weekend and finals are this week for the rest of the students.
- e. Harvey Potter- None
- f. John Williams – Would like to recognize the 8th grade students that graduated and will be entering high school next school year. They are a bright group of students.
- g. Jack Henrich - None
- h. Attorney Lee Boushea
 - i. Update on DaneCom
Boushea did contact Dave Dejung to attend the meeting but did not hear back from him.

- i. Administrator Matt Giese- The July 4th meeting is on a holiday; we could schedule a special meeting if needed. Staff is working with Ehlers on a capital project plan and will be reviewed by the Finance committee and then brought to the full board.
- j. Director of Planning and Development Erin Ruth-None
- k. Village Clerk Lisa Kalata
The monthly calendar has been sent out using Microsoft Office 365 and just wanted to get feedback on how that is working for board members.

14. Communications and Miscellaneous Business

- a. Consider approval of vouchers
Motion by Pickel to approve the Village portion of the vouchers in the amount of \$204,897.69, seconded by Potter. The check sequence goes from check #40559 to check #40659. **Motion** carried with a voice vote of 7-0-0.
- b. Correspondence
None
- c. Future agenda items
Potential ordinance reviews
Colonial Club agreement
Policy and fee schedule for EMS services
Public Works-Bonnie Rd building & closing out the Municipal Building fund

15. Closed Session – The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1) (e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session, and pursuant to Wisconsin State Statute §19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Legal ramifications of Deer Grove EMS Joint Agreement

Motion by Potter to table the closed session to next meeting, seconded by Pickel. Motion carried with a roll call vote of 6-1-0 Broom voting Nay.

16. Reconvene into open session and possible consideration of closed session items.

No action taken

17. Adjournment

Motion by Pickel to adjourn at 8:08 p.m., seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

Respectfully Submitted,

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: June 20, 2016

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.